

CLASS TITLE: SUPERVISING OFFSET PRESSPERSON

Class Code: 02428400

Pay Grade: 16A

EO: G

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for, and to supervise the operation of, a large offset print shop in a state agency or institution; to perform all of or the more difficult layouts; and to do related work as required.

SUPERVISION RECEIVED: Receives work assignments from a superior with considerable latitude for the use of independent judgement in the application of the practices and techniques of the trade; work is reviewed usually upon completion for satisfactory performance.

SUPERVISION EXERCISED: As required, supervises the work of helpers or others assigned to assist in the performance of a work assignment.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for, and to supervise the operation of, a large offset print shop.

To plan all of or the more difficult layouts, form setups and working details involved in the printing of pamphlets, booklets, forms, charts, etc.

To be responsible for the preparation of zinc photographic plates for the offset process.

To be responsible for, and to perform all stripping of, negatives for offset printing purposes.

To supervise and be responsible for the operation and maintenance of duplicating and other machines used in offset printing, such as photostat, mimeograph, wire stitcher, cutter, puncher, perforator, etc.

To requisition and maintain supplies.

To maintain records, files of plates and equipment and a stationary supply control.

To assist in making estimates of job costs.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the practices, techniques, tools, materials and equipment used in offset printing and the ability to apply such practices and techniques; the ability to make complex layouts; the ability to supervise and train others; skill in operating, adjusting and maintaining such equipment, as well as, other types of duplicating equipment;; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: completion of ten school grades; and

Experience: Such as may have been gained through: employment as an offset press person or printer.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENT: At the time of appointment must be physically qualified to perform assigned duties as evidenced by a physician's certificate.

Class Revised: April 27, 1986

Editorial Review: 3/15/2003